

INCIDENT BOOK

The following details shall be recorded: -

Date

Time

Location

Nature of incident

Persons concerned

Summary of incident

SIGNATURE OF STAFF AND DPS

All crimes reported to the venue

.Any complaints received-INCLUDING CONTACT DETAILS OF THOSE MAKING A COMPLAINT AND ACTION TAKING TO RESOLVE ANY ISSUE

Any incidents of disorder

Any faults in the CCTV system

Any visit by a relevant authority or emergency service

All ejections of patrons

.Any drugs or offensive weapons found

TIME	DATE	STAFF SIGS	DETAILS OF INCIDENT-	ACTION TAKEN	ANY POLICE CONTACT LOG NO. OR CRIME NUMBER IF ANY	SIGS DPS

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